Business & Office Technology, Certificate

Provider: Alaska's Institute of Technology (AVTEC)
Length: 1,246 Hours
Cost: $2,750
Cost Unit: Cost is not identified

Website
http://www.avtec.edu/BOT.htm

Provides students with the technical skills and professional work habits for career success in today's business and industry. Computer operations and software applications are a major part of the program.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Customer Service Representatives
Data Entry Keyers
Executive Secretaries and Executive Administrative Assistants
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists